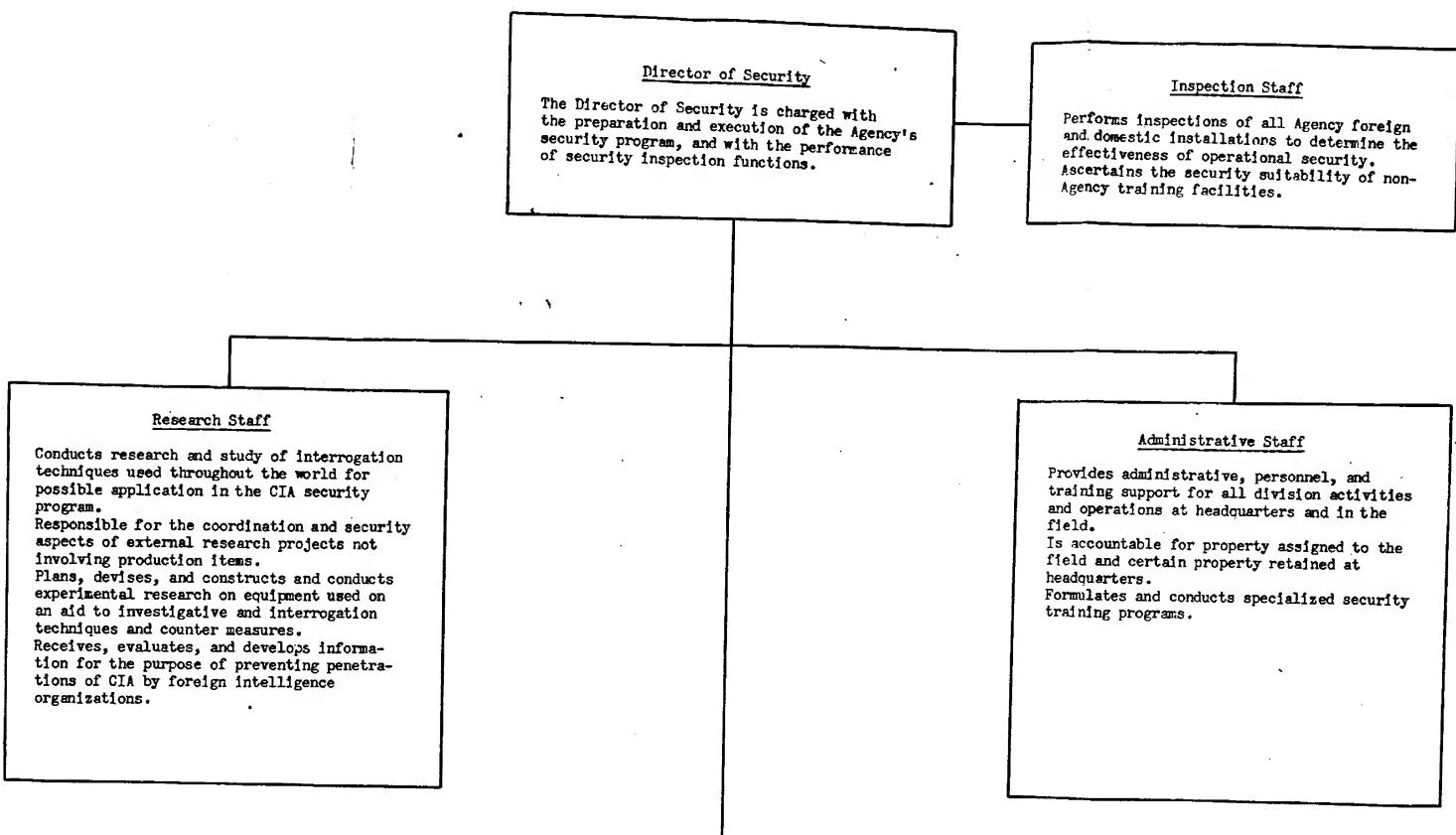


**CONFIDENTIAL**

**SECRET**



Personnel Security Division

Receives requests for personnel clearances, reviews to determine requirements, and evaluates evidence obtained through investigation to determine suitability of all applicants.  
Conducts polygraph interrogations.  
Conducts a program of exit briefing for personnel leaving the Agency as well as instructional briefing on security matters for employees departing for overseas assignments.  
Approves intra-Agency personnel transfers.  
Recommends dismissal of personnel who do not meet prescribed standards, operates a system of review and appraisal of employees.  
Formulates and supervises security policy in connection with the outside personal activities of Agency employees.  
Handles Workmen's Compensation claims.  
Reviews Employee Suggestions for security considerations.  
Approves requests for off campus training as to courses, institutions, and instructors.

Physical Security Division

Devises, implements, and promotes an Agency-wide Safety Program.  
Devises, coordinates and enforces security policies, procedures, and programs of physical security for the safeguarding of classified information and intelligence material, and sensitive sources of information.  
Devises and executes building evacuation plans and procedures to ensure the protection of classified material, Agency property and physical protection of personnel.  
Establishes physical security standards for safeguarding classified information and material to protect it from loss, theft, or compromise.  
Safeguards headquarters installations.  
Maintains security control of visitors.  
Operates an overall badge identification system.  
Directs the operation of the building guard organization.  
Supervises a complete firearms program for headquarters personnel.

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Operational Security Division

Assists and advises Agency operating elements in all aspects of operational security. Assists various Agency offices in securing [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
Under the provisions of Public Law 110. Reviews and advises from a security standpoint, the release of information concerning Agency activities, functions, and personnel. Establishes and implements policy on the release of intelligence reports within U.S. and overseas, and for the establishment of common security standards.

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Security Investigation Division

Performs field investigations for [REDACTED] applicants for open, semi-covert, and covert positions by use of agents, private organizations, and individuals under contract. [REDACTED]

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